Data Collection Training Nonduplicated Counts

Statewide Data Collection and Evaluation of First 5 California Funded Programs

FIRST 5 CALIFORNIA℠

11/10/05

Goals of training

- To define "nonduplicated counts" and provide examples of data collection.

- To learn what kinds of questions can be answered from the data.

- To learn how to use the Nonduplicated Counts data collection tool.

Nonduplicated Counts
Definition

Counts of unique individual participants served by a funded program during a specified period in a fiscal year.
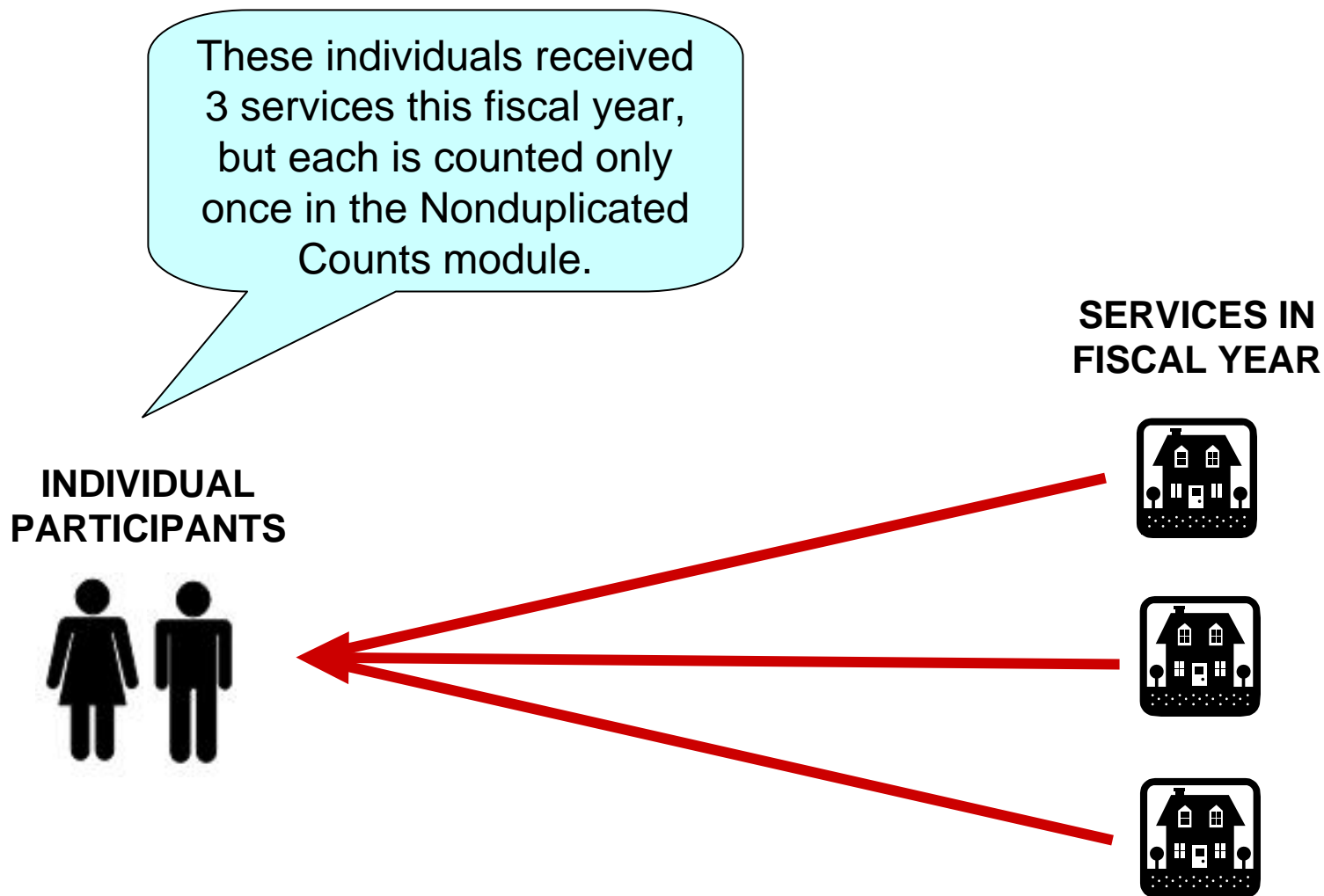
- Collecting nonduplicated counts is for local use and for the benefit of County Commissions and funded programs.

- Nonduplicated counts will be a "headcount" of individual participants who have received at least one service during the specified period.

Nonduplicated counts are not linked to service data.

3

What questions can nonduplicated counts data answer?

- How many children were served (directly or indirectly) by First 5 programs during a specified period?

- How many program participants were African-American?

- How many program participants spoke Hmong?

- Which programs served more families with younger children (under age 3)?

- Which programs served the most families with children who had a disability or other special need?

- Are programs serving the number and types of participants they were contracted to serve?

- How many people were served by programs in the School Readiness Initiative? How many of those people spoke a language other than English or Spanish?

11/10/05

Nonduplicated Counts

These individuals received 3 services this fiscal year, but each is counted only once in the Nonduplicated Counts module.

SERVICES IN FISCAL YEAR

INDIVIDUAL PARTICIPANTS

11/10/05

Nonduplicated Counts
Example

| People served in month 1 | People served in month 2 | People served in month 3 |

1 new
Asian adult

1 continuing
Asian adult
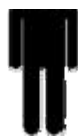
1 continuing
Asian adult

1 new
Hispanic adult
with child, age 2

1 continuing
Hispanic adult
with child, age 2

1 new
white adult
with child, age 4

First-Quarter Nonduplicated Counts (07/01/2004 – 09/30/2004)		
	Children 0-5 Served Directly	Parents/Guardians
Total number of unique (nonduplicated) participants served	**2**	**3**
Asian	0	1
Hispanic/Latino	1	1
White	1	1
< 3 years	1	n/a
3 to 5 years	1	n/a

11/10/05

Nonduplicated Counts
Data collection tool

Let's use our example to complete the Nonduplicated Counts data collection tool.

Enter the program name.

Non-Duplicated Counts Data Collection Tool

Program Name ___Mayberry Resource Center_____

Directions: Enter the number of unique participants served during the date range below by entering only one digit per box. Participants receiving multiple services from an agency should be reported only once, and a participant should only be counted once in each fiscal year.

Date Information: Start Date: mm / dd / yyyy   End Date: mm / dd / yyyy

	Children (0 to 5)* served directly	Parents/guardians	Other family members
Total number of unique (non-duplicated) participants served:	☐☐,☐☐☐	☐☐,☐☐☐	☐☐,☐☐☐
Alaska Native or American Indian	☐☐,☐☐☐	☐☐,☐☐☐	☐☐,☐☐☐
Asian	☐☐,☐☐☐	☐☐,☐☐☐	☐☐,☐☐☐
Black/ African-American	☐☐,☐☐☐	☐☐,☐☐☐	☐☐,☐☐☐
Hispanic/Latino	☐☐,☐☐☐	☐☐,☐☐☐	☐☐,☐☐☐

Nonduplicated Counts
Data collection tool

> Enter the date range.

> You can count participants only once in a fiscal year, so your date range must not overlap the range used on another form.

Non-Duplicated Counts Data Collection Tool

Program Name _____yberry Resource Center_____

Directions: Enter the number of unique participants ser ... ng the date range below by entering only one digit per box. Participants receiving multiple services from an agency should be reported only once, and a participant should only be counted once in each fiscal year.

Date Information: Start Date: 07 / 01 / 2004   End Date: 09 / 30 / 2004

	Children (0 to 5)* served directly	Parents/guardians	Other family members
Total number of unique (non-duplicated) participants served:	□□,□□□	□□,□□□	□□,□□□
Alaska Native or American Indian	□□,□□□	□□,□□□	□□,□□□
Asian	□□,□□□	□□,□□□	□□,□□□
Black/ African-American	□□,□□□	□□,□□□	□□,□□□
Hispanic/Latino	□□,□□□	□□,□□□	□□,□□□

8

Four participant types

CHILDREN (0-5) SERVED DIRECTLY

Children who participate in activities or receive services, including those that are family oriented, directly from program staff or volunteers.

PARENTS/ GUARDIANS

Parents or guardians who have legal guardianship of children ages 0 to 5.

OTHER FAMILY MEMBERS

Siblings age 6 or older, caregivers who do not have legal guardianship, nonparental relatives who participate in First 5 activities, or others, such as neighbors or babysitters, who participate with children in First 5 activities.

CHILDREN (0-5) SERVED INDIRECTLY

Children who have parents/guardians and/or other family members who receive information and services that may ultimately benefit children ages 0 to 5 but in which children do not participate directly.

Nonduplicated Counts
Data collection tool

Enter the count of individual participants who have received their first service this fiscal year within the date range specified.

From our example, there are 3 parents/guardians and 2 children served directly.

Non-Duplicated Counts Data Co____ Tool

Program Na____ ____ayberry Resource Center

Directions: Ent__ ____mber of unique participants served during the date r__ __below by entering only one digit per box. Participants recei__ __ultiple services from an agency should be reported o__ __ce, and a participant should only be counted once in ea__ __al year.

Date Information: __art Date: 07 / 01 / 2004   E__ Date: 09 / 30 / 2004

	Children (0 to 5)* served directly	Parents/guardians	Other family members
Total number of unique (non-duplicated) participants served:	☐☐, ☐☐2	☐☐, ☐☐3	☐☐, ☐☐0
Alaska Native or American Indian	☐☐, ☐☐☐	☐☐, ☐☐☐	☐☐, ☐☐☐
Asian	☐☐, ☐☐☐	☐☐, ☐☐☐	☐☐, ☐☐☐
Black/ African-American	☐☐, ☐☐☐	☐☐, ☐☐☐	☐☐, ☐☐☐
Hispanic/Latino	☐☐, ☐☐☐	☐☐, ☐☐☐	☐☐, ☐☐☐

Nonduplicated Counts
Data collection tool

Enter the individual participants, by ethnicity. Choose the ethnic or racial category that best describes each participant.

The sum of participant counts for all ethnicities must be equal to the total number of participants at the top of the section.

Nonduplicated Counts
Data collection tool

Enter the individual participants, by primary language. The primary language is the language predominantly or exclusively spoken at home.

11/10/05

Nonduplicated Counts
Data collection tool

Enter the number of unique children served **directly,** by age.

	Children (0–5)* served directly by programs			Children (0-5)* served indirectly through parents/guardians and other family members who received services		
Primary language (Number)	□□,□□□	□□,□□□	□□,□□□			
Tagalog	□□,□□□	□□,□□□	□□,□□□			
Vietnamese**	□□,□□□	□□,□□□	□□,□□□			
Other	□□,□□□	□□,□□□	□□,□□□			
Unknown	□□,□□□	□□,□□□	□□,□□□			
Language total: Should = total # of participants (top line)	□□,□□□	□□,□□3	□□,□□□			

Age (Number of participants)	Children (0–5)* served directly by programs	Children (0-5)* served indirectly through parents/guardians and other family members who received services
< 3 years		□□,□□□
3 to 5 years*	□□,□□1	□□,□□□
Unknown	□□,□□1	□□,□□□
Age total: Should = total # of participants (top line)	□□,□□□	□□,□□□
Number of children with disabilities or other special needs served	□□,□□2	□□,□□□

* Up to a child's 6th birthday.   ** Breakdowns by these languages are optional. Subtotals for these languages may be tallied to "other" category.

1/11/2005

13

11/10/05

Nonduplicated Counts
Data collection tool

Enter the number of unique children served **indirectly,** by age.

If any children may be indirectly affected because an adult family member received services, indicate that here. Example: Parent went to literacy activities workshop and may try strategies at home with child.

Primary (Number of...)

Tagalog

Vietnamese**

Other

Unknown

Language total:
Should = total # of participants (top line)

Age (Number of participants)

Children (0–5)* served directly by programs

Children (0–5)* served indirectly through parents/guardians and other family members who received services

< 3 years — 1

3 to 5 years* — 1

Unknown

Age total:
Should = total # of participants (top line)

Number of children with disabilities or other special needs served — 2

* Up to a child's 6th birthday.   ** Breakdowns by these languages are optional. Subtotals for these languages may be tallied to "other" category.

Page 1 of 1

1/11/2005

14

11/10/05

Nonduplicated Counts
Data collection tool

Enter the number of unique children with disabilities or other special needs served directly or indirectly.

Indirectly

Directly

Children (0-5)* served indirectly through parents/guardians and other family members who received services

Children (0–5)* se
Children (0–5)* serv
directly by programs

Language total:
Should = total # of participants (top line)

Age (Number of...	< 3 years	
	3 to 5 years*	
	Unknown	
Age total: Should = total # of participants (top line)		

Number of children with disabilities or other special needs served

* Up to a child's 6th birthday.   ** Breakdowns by these languages are optional. Subtotals for these languages may be tallied to "other" category.

Nonduplicated Counts
Summary of data collection

- Count new individuals served during a specified period for each fiscal year.

- Document counts for ethnicity and language of each type of participant served.

- Document counts for each age group of children served directly and indirectly.

- Document counts of children with special needs served directly and indirectly.

- Verify that all cumulative demographic counts match the total for each participant type.